

# Examination Contingency Policy



**Approved by:** Governing Body

**Last reviewed on:** September 2022

**Next review due by:** September 2023

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## 1. Aims

The aims of this plan are:

- To consider potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow

## 2. Legislation and guidance

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which require all exam centres to have a written examination contingency plan/examinations policy. This plan also complies with our funding agreement and articles of association.

## 3. Responsibilities

### 3.1 Head of centre

The head of centre is Mrs McKeeman, Head Teacher. She will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

### 3.2 Exams Officer

The Exams Officer is Grace Nicholls, the school's Assistant Head Teacher. In the event that she is otherwise unavailable this role will be conducted by a member of the Senior Leadership Team in the following priority order according to their suitability:

- Head of Centre, Mrs McKeeman
- Assistant Head Teacher, Ms Nicholls
- Assistant Head Teacher, Mrs Brown
- Deputy Operations Manager, Mr Pegg
- SENCo, Mrs Periera

### 3.3 Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

## 4. Centre Disruption

In the event that the centre is rendered unusable or unsuitable for the provision of exams a risk assessment will be conducted by the Exams Officer and/or the Head of Centre. If necessary the following alternative locations can be considered for examinations:

- Cranbrook library (immediately next door to the centre)

- Cranbrook Church of England Primary School (approximately 200m from the centre)
- Cranbrook School (approximately 300m from the centre)
- Cornfields School (approximately 12 miles from the centre and will require the use of school transport)

## **5. Monitoring arrangements**

This policy will be reviewed by TBC – Examinations Officer, for Cornfield School every year in the autumn term, or well in advance of each exam series. At every review, the policy will be shared with the governing board.

## **6. Links with other policies**

This exam contingency plan is linked to the assessment policy and linked to the School's statement of curriculum offer.

## 7. Contingency plan

The table below sets out examples of scenarios where a contingency plan may be needed within Cornfield School to minimise risk to examination administration. These are based on a [detailed Ofqual joint contingency plan](#) published in 2015, and are consistent with [Ofqual's current contingency planning guidance](#).

| Scenario  | When to implement   | Actions  | Person(s) responsible  |
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| Disruption of teaching time – centre is closed for an extended period | When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning | <p>Seek advice from awarding organisations and JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this</p> <p>Remote learning programme to be initiated via MS Teams/Zoom and Google Classroom</p> <p>Where required remote learning can be supplemented by face to face teaching at alternative venues as detailed above (Cranbrook Library, Cranbrook CofE Primary school, Cranbrook school or Cornfields school).</p> <p>Give priority to candidates who will be facing examinations shortly</p> <p>Advise candidates, where appropriate, to sit examinations in the next available series</p> | <p>Head Teacher- Mrs McKeeman</p> <p>Or delegated to :</p> <p>Operations manager – Andy Mack</p> <p>Assistant Head Teacher – Ms Nicholls</p> |
| Lack of sufficient exam rooms   | When a pupil requires a special dispensation to sit the paper away from the main cohort of  | Seek advice from awarding organisations and JCQ  | Head of Centre – Mrs McKeeman  |

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|  | examinees due to medical diagnosis/ special arrangement in connection with their diagnosis- e.g sensory ASD | Use alternative venues in agreement with relevant awarding organisations as listed above, namely: <ul style="list-style-type: none"><li>• Cranbrook Library</li><li>• Cranbrook CofE Primary School</li><li>• Cranbrook School</li><li>• Cornfields School</li></ul> | Or delegated to:<br>Examinations officer – Andy Mack<br>Assistant Head Teacher – Ms Nicholls |
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| <p>Candidate identity in question</p> | <p>Clear procedures will be implemented to ensure the identity of candidates is verified, however, if there is any doubt regarding the identity of a candidate then immediate action must be taken</p> | <p>Prior to any examination beginning, all candidates will be required to confirm their name, date of birth, address and the examination they are sitting. These details will be confirmed against the admissions register. Staff will visually confirm the identity of the candidates.</p> <p>If any candidate is unable to correctly provide their personal details then this will be recorded and a member of staff who knows the pupil will confirm whether or not the person is the candidate in question. If this is correct then this will be recorded and the candidate will be allowed to continue with the examination</p> <p>If it is not possible to visually confirm the candidate's identity and the candidate is unable to confirm their personal details correctly further investigation will be undertaken to confirm their identity. This will not delay the commencement of the examination and the candidate will not be allowed to sit the examination until their identity is confirmed.</p> <p>The examination centre would only expect to accommodate candidates from Belle Vue School and Cornfields School where all pupil are well known to staff.</p> | <p>Exams Officer – Andy Mack</p> <p>Assisted by:</p> <ul style="list-style-type: none"> <li>• Head Teacher – Mrs Mckeeman</li> <li>• Assistant Head Teacher – Ms Nicholls</li> <li>• SENCo – Mrs Gilbert</li> <li>• Any member of school teaching staff.</li> </ul> |
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| <p>Candidates unable to take examinations because of a crisis – centre remains open e.g.</p> | <p>In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug/ failure of heating systems, problems with toilets and water supply to the school, candidate misses an exam due to a failure of transport outside the control of the candidate</p> | <p>Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue</p> <p>Liaise with candidates to identify whether the examination can be sat at an alternative venue such as the Cranbrook Library, Cranbrook Primary School, Cranbrook School or Cornfields School in agreement with relevant awarding organisations</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> | <p>Examinations Officer – Andy Mack</p>  |
| <p>Centre is unable to open as normal during the examination period</p>                      | <p>In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre forces it to close, local transport issue, eg inclement weather</p>  | <p>Inform relevant awarding organisations as soon as possible</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Open for examinations and examination candidates only, if possible</p> <p>Use alternative venues such as the Cranbrook Library, Cranbrook Primary School, Cranbrook School or Cornfields School in agreement with relevant awarding organisations</p>  | <p>Decision on centre closure/ evacuation/ lockdown will be taken by the head of Centre, Mrs McKeeman, or the Exams Officer, Andy Mack</p> |



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|   |  | <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p> |  |
| Disruption in the distribution of examination papers              | In the event that there is disruption to the distribution of examination papers to centres in advance of examinations  | <p>Communicate with awarding organisations to organise alternative delivery of papers</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier</p>                              | Examinations Officer will liaise directly with relevant exam board |
| Disruption to the transportation of completed examination scripts | In the event that there is a delay in normal collection arrangements for completed examination scripts   | <p>Communicate with awarding organisations to organise alternative delivery of papers</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier</p>                              | Examinations Officer   |
| Assessment evidence is not available to be marked                 | In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts | Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers  | Exams Officer at the direction of The Head of Centre               |

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| <p>A failure in ICT systems to allow for the relevant communication with the examinations board on the day of the examination or for specified candidates to use assistive technology in recording their scripts</p> | <p>When assistive technology is unavailable on the day , or for relevant communication about candidates needs and dispensations prior to the examination date, or in the event of a notifiable event on the day of the exam</p>                     | <p>Communicate via alternative means ( telephone call) with the examining board and await advice</p>  | <p>Examinations officer</p>   |
| <p>Disruptive behaviour by one or more candidates or their representatives or other pupils in the school disrupting the delivery of the exam at the given time</p>   | <p>In the event of significant disruptive behaviour by a candidate, or their representative or other pupils within the school necessitating a School lock down or evacuation of the exams room for a given or extended period- to be determined</p> | <p>Inform relevant awarding organisations as soon as possible</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Disqualify candidate from completing the exam and inform the awarding body of this intention with a written statement countersigned by any witnesses to the incident</p> <p>Inform the appropriate adult in relation to the disruptive exam candidate immediately of your intention to disqualify and issue a statement of candidates rights of appeal having consulted with the relevant awarding organisation</p> <p>In the event of significant disruption and the resumption or not of the exam give consideration as to whether special consideration for all other candidates needs to be applied for</p> | <p>Head of Centre- M McKeeman and Exams officer to agree who will undertake each response</p> |

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| Absence of the required number of invigilators or insufficient number of amenuensis for the exam candidates | In the event of there being insufficient readers or scribes available on the day to support candidates who qualify under special access arrangements                                | Contact the examinations awarding body for specific advice   | Examinations officer |
| Evidence of malpractice in administration of the exam, in pre assessment or preparation for the exam        | Where the head of Centre raises concerns through internal moderation or whistleblowing of any potential for a candidate has gained an unfair advantage reported by any adult/ pupil | The examinations awarding body and JCQ will be contacted and advice sought   | Head of Centre       |
| Belle Vue is unable to fulfil their capacity as an examination centre                                       | In the event that the centre is unable to conduct exams for any reason  | <p>Exams will move to an alternative location in the following priority order:</p> <ul style="list-style-type: none"> <li>• Cranbrook Library</li> <li>• Cranbrook CofE Primary School</li> <li>• Cranbrook School</li> <li>• Cornfields school</li> </ul>                                       | Examination officer  |
| Centre is unable to distribute results as normal  | In the event that the centre is unable to access or manage the distribution of results to candidates  | <p>Contact awarding organizations about alternative options</p> <p>Make arrangements to access results at an alternative site such as the Cranbrook Library, Cranbrook Primary School, Cranbrook School or Cornfields School</p> <p>Share facilities with other schools/colleges if possible</p> | Examinations officer |